

## AP/GL Queries

The following queries are ready for public use. The General Ledger reporting staff would be interested in the first two queries. The Accounts Payable and General Ledger staff would be interested in the last two.

>>>REMINDER: Query data can be downloaded to an Excel file<<<

### **OCP CHANGE IN AP -**

**Description:** Detail voucher list that composes the "Change in Accounts Payable" column on the Summary Receipts and Disbursements report.

Sums by voucher ID, the voucher accounting line entries for Liability accounts (2XXXXX).

Query results sums by Class-Funding.

Detail information includes the field designated for EDT agencies' internal claim number.

**Navigation:** Reporting Tools>Query>Query Viewer >OCP\_CHANGE\_IN\_AP>Search>Run

**Prompts:** Business Unit  
Fiscal Year  
Accounting Period  
"Y" or "N" to include vouchers with a sum of accounting line entries of \$0.00

### **OCP EXPENDITURE VOUCHERS SRD -**

**Description:** Detail voucher list composing the miscellaneous claims portion of the "Expenditure" column on the Summary Receipts and Disbursements report.

Sums by voucher ID, the voucher accounting line entries for Expense accounts (5XXXXX).

Query results sums by Class-Funding.

Detail information includes the field designated for EDT agencies' internal claim number.

**NOTE: Must be added to Payroll Fund Transfer expenditures (query OCP\_PAYROLL\_FUND\_TRANSFER) to obtain total expenditures reported on Summary Receipts and Disbursements report for the accounting period.**

**Navigation:** Reporting Tools>Query>Query Viewer  
>OCP\_EXPENDITURE\_VOUCHERS\_SRD>Search>Run

**Prompts:** Business Unit  
Fiscal Year  
Accounting Period  
"Y" or "N" to include vouchers with a sum of accounting line entries of \$0.00

### **OCP PR WH ACCT BAL DETAIL -**

**Description:** Detail General Ledger journal entries which composes the Payroll Withholding account balances, 633XXX,

Includes journal entries with the following statuses:

Posted (P) and Budget Checked (V)  
Unposted (U) and Budget Checked (V)  
Valid (V) and Budget Checked (V)

Detail information includes the (PY) payroll journal entry increases (credits) and the (AP) accounts payable journal entry decreases (debits).

**Navigation:** Reporting Tools>Query>Query Viewer >OCP\_PR\_WH\_ACCT\_BAL\_DETAIL>Search>Run

**Prompts:** Business Unit  
Class Funding: User enters "99300"or "99400"

**NOTE:** User can drill to individual vouchers paid thorough Reveiw Journal/Ledger Data for **posted** AP journals.

**Navigation:** General Ledger>Review Journal/Ledger Data>Journals>Inquiry Name>Enter required fields, Journal ID>Search

Click on Journal ID hyperlink>click on journal line # hyperlink for 633XXX account> click on Voucher Information tab.

Through this query users now have access to detailed information in Payroll Withholding accounts (633XXX) prior to actual payday. This information will permit timely processing of payroll withholding claims/vouchers.

### **OCP PR WH ACCT BAL SUMMARY -**

**Description:** Summary of Payroll Withholding account balances, 633XXX,  
Summary of query OCP\_PR\_WH\_ACCT\_BAL\_DETAIL

Includes journal entries with the following statuses:

Posted (P) and Budget Checked (V)  
Unposted (U) and Budget Checked (V)  
Valid (V) and Budget Checked (V)

**Navigation:** Reporting Tools>Query>Query Viewer  
>OCP\_PR\_WH\_ACCT\_BAL\_SUMMARY>Search>Run

**Prompts:** Business Unit  
Class Funding: User enters "99300"or "99400"

**NOTE:** Through this query users now have access to summary information in Payroll Withholding accounts (633XXX) prior to actual payday. This information will permit timely processing of payroll withholding claims/vouchers.